

MOTION TO CONTINUE

YOU WANT TO ASK THE COURT TO RESCHEDULE A COURT
PROCEEDING BECAUSE YOU CAN'T ATTEND ON THE TIME AND
DATE ORIGINALLY SCHEDULED

Before signing a court document or getting involved with a court case, it's important to see an attorney to make sure you understand your legal rights and responsibilities. The Self-Help Center has information on finding an attorney.

INSTRUCTIONS

Read all forms and instructions before starting. Fill out forms by printing in blue ink or typing. Do not fill in un-numbered blanks on forms.

The motion is not granted until the judge signs the order.

STEP 1: FIND OUT IF THE OTHER PARTY OBJECTS TO A CONTINUANCE

Contact the other party (if the other party is represented by an attorney, contact that attorney) and ask whether they object to a continuance. If you do not find out, or if the other party objects, the court must give the other party ten days to respond before signing an order.

STEP 2: FILL OUT THE MOTION TO CONTINUE

- (1) Enter your name; street address; city, state, and zip code; and phone number.
- (2) Enter Plaintiff/Petitioner's name as it appears on the Complaint/Petition.
- (3) Enter Defendant/Respondent's name as it appears on the Complaint/Petition.
- (4) Enter the case number as it appears on the Complaint/Petition.
- (5) Enter the name, date, and time of the court proceeding you want rescheduled.
- (6) Explain why you want the court proceeding rescheduled.
- (7) Check the box indicating whether the other party or the other party's attorney objects to the Motion. If you check "I don't know", explain what you did to try to find out.
- (8) Enter the date.
- (9) Read the Motion and make sure that you understand everything in it and that everything is true. Sign your name.
- (10) Check the box indicating whether you will mail or hand-deliver the copy to the other party.
- (11) Enter the date you will file the Motion.
- (12) Enter the other party's name and address (if the other party is represented by an attorney, enter that attorney's name and address).
- (13) Sign your name.

STEP 3: FILL OUT THE ORDER REGARDING CONTINUANCE

- (1) Enter your name; street address; city, state, and zip code; and phone number.
- (2) Enter Plaintiff/Petitioner's name as it appears on the Complaint/Petition.
- (3) Enter Defendant/Respondent's name as it appears on the Complaint/Petition.
- (4) Enter the case number as it appears on the Complaint/Petition.
- (5) Enter your name.
- (6) Enter the name, date, and time of the court proceeding you want rescheduled.
- (7) Check the box indicating whether the other party or the other party's attorney objects to the Motion.

STEP 4: SERVE THE MOTION AND ORDER ON THE OTHER PARTY

On the same day you file the Motion and Order with the court (see below), mail or hand-deliver a copy to the other party. If the other party is represented by an attorney, deliver it to the attorney. Parties have longer to respond to forms that are mailed than to forms that are hand-delivered.

STEP 5: FILE THE FORMS WITH THE COURT

Take or mail the original and two copies of the Motion and Order to the Clerk's Office in the Coconino County Courthouse at 200 N. San Francisco St., Flagstaff, AZ 86001. The Clerk will stamp one of your copies with the filing date and return it to you for your records. If you file by mail, include a self-addressed, stamped envelope and a note asking the Clerk to return the date-stamped copy to you in it.

STEP 6: THE COURT WILL MAIL YOU THE SIGNED ORDER

Once the judge signs it, the court will mail you your other copy stamped with the judge's signature.

(1) Name: _____
Street Address: _____
City, State, Zip: _____
Phone Number: _____
Representing Self _____

SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO

(2) _____ Case Number: (4) _____
Plaintiff/Petitioner

MOTION TO CONTINUE

(3) _____
Defendant/Respondent

I request that the Court continue the following court proceeding:

(5) Name: _____ Date: _____ Time: _____

(6) 1. I am asking for this continuance for the following reason(s):

2. I make this Motion for the reason(s) above and not to cause the other party delay or prejudice.

(7) 3. ☐ The other party/The other party's attorney does not object to this Motion.
☐ The other party/The other party's attorney objects to this Motion.
☐ I don't know whether the other party/the other party's attorney objects to this Motion.
I tried to find out whether the other party objects to this Motion by:

Date: (8) _____ Signature: (9) _____

CERTIFICATE OF SERVICE: I certify that a copy of this document was (10) ☐ mailed ☐ hand-delivered on (11) _____ to the other party/the other party's attorney at this address:
(12) _____

Signature: (13) _____

(1) Name: _____
Street Address: _____
City, State, Zip: _____
Phone Number: _____
Representing Self _____

SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO

(2) _____ Case Number: (4) _____
Plaintiff/Petitioner

ORDER REGARDING CONTINUANCE

(3) _____
Defendant/Respondent

A Motion to Continue was filed as follows:

(5) Name of Person Filing: _____

(6) Name of Proceeding: _____

Date: _____ Time: _____

- (7) 3. ☐ The other party/The other party's attorney does not object to the Motion.
☐ The other party/The other party's attorney objects to the Motion.
☐ Movant doesn't know whether the other party/the other party's attorney objects to the Motion.

☐ The court proceeding is continued to: Date: _____
Time: _____ a.m./p.m. Division: _____

☐ The Motion is denied.

Dated: _____
Judge of the Superior Court